

School Partnership and Field Experience Manager (Ref: 2501117)

School Partnership and Field Experience Office

The appointee will provide comprehensive support to students in Field Experience (FE) and liaise with local and the Mainland schools/stakeholders and build effective networks to facilitate the University's development in school partnership. He/She is required to (a) develop and implement various partnership schemes and projects to support students' learning experience and promote school partnership; (b) work closely with different stakeholders to handle student issues and cases on FE, in particular those related to FE in the Chinese Mainland; (c) conduct FE orientations, training sessions and professional development workshops for students and academic staff; (d) supervise a team of Executive Officer II(s) and Executive Assistant(s) to work on FE, FE related taught courses, and various new initiatives and projects; (e) enhance FE quality assurance and quality enhancement, such as streamline administrative process via IT/AI tools and propose relevant policies; (f) travel outside of Hong Kong and undertake work as assigned by the University, where necessary; (g) perform any other duties as assigned by the supervising officer(s) and Director of School Partnership and Field Experience. The appointee is also required to work closely with other departments within the University, and placement schools and other FE related personnel outside the University to promote school partnership.

Applicants should have a Bachelor's degree with normally 7 years or more of relevant post-qualification working experience. Applicants who have relevant IT/AI skills or experience in overseeing system integration projects are preferred. They should also have excellent command of written and spoken English and Chinese (including Putonghua), excellent interpersonal, communication and organisational skills, good analysis and problem-solving skills, attention to detail and the ability to work under pressure.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Officer I in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **13 November 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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